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Report For Week Ending 9 October 1956
For
Records Center

During this week the following accessions were made:

PERS	29 Cu. Ft.
COMPT	65 " "
OCR	36 " "
OCI	1 " "
ORR	4 " "
MEDICAL	10 " "
OO	36 " "
Sub-Total:	181 Cu. Ft.
Finished Intelligence	46 " "
Total:	227 Cu. Ft.

Records Holdings	17,628 Cu. Ft.
Distribution Material Holdings	11,265 " "
Total:	28,893 Cu. Ft.

Distribution Material Disposed of at Center	52 Cu. Ft.
Distribution Material Transferred from Center	10 " "
Records Disposed of at Center	1 " "
Records Transferred from Center	1 " "

a. Reference

In the future, the medical office will maintain an index on all folders retired to the Center. This index will serve as a positive control for the folders in their respective job. Also, it will eliminate expanding the job every year or two.

b. Disposal

An agreement with the Acting C/D/GL/RR has been reached for the destruction of old copies of Acquisition List for Maps of Foreign Areas. Five copies of the unclassified material will be retained for a period of six months, then the copies seven months old will be destroyed. Five copies of the classified material will be retained for a period of eighteen months, then the copies nineteen months old will be destroyed. A total of 41 cubic feet of this material have been destroyed to date.

c. General

The testing period for the messenger envelope has been extended for another month. A tighter control will be maintained on their disposition, therefore enabling a better evaluation for the Records Management Staff.

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Chief, Records Center